

**Downeast  
Construction  
Education  
Foundation**

Building tomorrow's skilled and  
experienced workforce — *today!*



**Associated Builders and Contractors of Maine**

45 Melville Street, Suite #2  
P. O. Box 169  
Augusta, Maine 04332-0169  
office: 207.623.4500  
fax: 207.623.4501  
email: [tracie@abcmaine.org](mailto:tracie@abcmaine.org)

Dear Grant Applicant,

Associated Builders and Contractors of Maine and the Downeast Construction Education Foundation provide support and assistance to career and technical education schools and other programs in Maine that utilize the National Center for Construction Education and Research (NCCER) National Skill Standards Curriculum – the Contren Learning Series®.

The maximum grant will be made for up to 50% of the cost of Contren Learning Series® curriculum purchased. An online curriculum catalog can be found at [www.nccer.org](http://www.nccer.org), or you may request a catalog from Pearson Education by calling 1(800) 720-3870 ext 1.

You may request grant funds at any time to establish new craft training programs if the Partnership Guidelines (attached) are met. Please contact our Programs Coordinator, Tracie Travers, to discuss ABC sponsorship of your new program.

Requests for matching funds for existing programs will be accepted every other year and must be received no later than October 1<sup>st</sup> for next full school year. Please see the Partnership Guidelines to ensure that all reporting requirements have been met, including summary of the number of students served and level of student achievement with NCCER modules and certification.

If you have questions or concerns, or need more information, please don't hesitate to get in touch with us here at Associated Builders and Contractors. We're looking forward to working in partnership with you to promote careers in Maine's construction industry and to train our next generation of craft professionals.

Sincerely,

Alan R. Burton

**CIANBRO Corporation**

Chair, Downeast Construction Education Foundation  
Chapter & National Board Member, Associated Builders and Contractors of Maine  
Board Member, National Center for Construction Education and Research

# Grant Application

**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Threshold requirements (please check):

- The instructor has successfully completed NCCER Instructor Certification Training Program Course
- An ABC/DCEF representative has visited and observed educational lab. Tools and equipment required to support quality Construction Education Program are in place
- An ABC contractor member serves on Program Advisory Committee that meets at least twice per year
- The school is an NCCER Accredited Training and Education Facility.

1. Estimate how many craft trainees will be trained in the upcoming school year? \_\_\_\_\_

2. What construction-related courses will be taught using NCCER's Contren curriculum?

\_\_\_\_\_

\_\_\_\_\_

3. What type of books will be used?    \_\_\_ Paperback    \_\_\_ Hardcover

4. Do students keep the books upon completion of the course?    \_\_\_ Yes    \_\_\_ No

5. Please list the ISBN, quantity, title and price of the items for which you are requesting matching funds, including student/trainee guides, instructor guides and supplemental materials:

ISBN	Quantity	Title	Unit Price	Total
TOTAL				\$

Grant requests of up to 50% of the cost of curriculum for approved programs will be made at the discretion of the board of directors of the Downeast Construction Education Foundation.

Successful grant recipients will be notified in writing. Grant monies will be disbursed directly to program upon receipt of a copy of invoice for curriculum order.

Please mail, fax, or e-mail the completed application to:

Downeast Construction Education Foundation PO Box 169 Augusta, Maine 04330-0169  
 fax: (207) 623-4501      e-mail: [tracie@abcmaine.org](mailto:tracie@abcmaine.org)



# **Downeast Construction Education Foundation**

Maine Chapter

**Building tomorrow's skilled and  
experienced workforce — today!**

## **Partnership Guidelines**

Associated Builders and Contractors of Maine and the Downeast Construction Education Foundation provide support and assistance to Career and Technical Education schools that implement Contren® - the National Center for Construction Education and Research National Skill Standards Curriculum.

Schools must agree to meet and maintain the expectations listed below to qualify for grant assistance in purchasing educational materials:

### **1. NCCER approved Trainer**

- a. Instructor/Trainer must complete the three-day NCCER Train the Trainer course.
- b. Instructor/Trainer must maintain current NCCER certification by teaching the NCCER modules and submitting all class results to NCCER using the Automated National Registry.
- c. As Accredited Training Sponsor, a member of ABC/DCEF must visit and observe the School's educational lab, tools, and equipment required to support a quality Construction Educational Program.

### **2. Program Advisory Committee**

- a. CTE program must have an active Program Advisory Committee that meets a minimum of twice per year.
- b. A contractor member of ABC must serve on the Program Advisory Committee.
- c. The Program Advisory Committee will review student achievement with the NCCER modules and certification, during its Spring meeting. Minutes of this meeting will be forwarded to ABC.

### **3. Accredited Training and Education Facility Status**

- a. Complete the self-assessment document – Form 105 and Form 106 – and submit to ABC with accreditation fee.
- b. Each school must have the capability to transmit student results directly to NCCER on-line.
- c. ABC Maine will serve as the NCCER sponsoring agency for the school and will approve all Form 200 submissions.

### **4. Purchasing NCCER Educational Materials - request for matching funds**

- a. All requests for educational materials will be made via Grant Application and require prior written approval from DCEF.
- b. Schools may request matching funds to establish a new program after fulfilling items 1.a., 1.c., 2.a., and 2.b. above.
- c. Requests for matching funds for an existing program will be accepted every other year, and must be received by the DCEF by no later than October 1<sup>st</sup> for the upcoming school year. Requests by existing programs will also need to submit a two year summary of the number of students served and the level of student achievement with NCCER modules and certification.